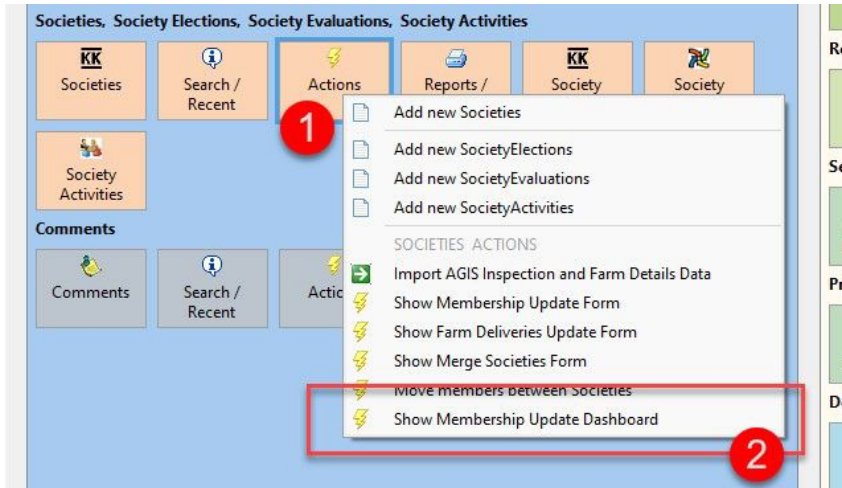


# Membership Updates Dashboard

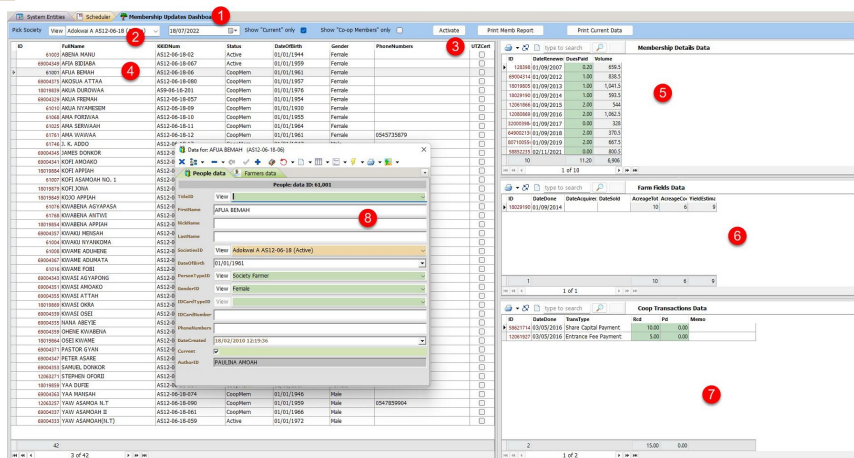
KKSys includes a Dashboard to allow rapid reviewing of the details of members of particular societies. All users of KKSys can access this, and it is a useful general screen for jumping to specific data about a Society and its members.

## Accessing and using the Membership Update Dashboard



Show Membership Update Dashboard


1. In the Societies Entity, click Actions.
2. Then click "Show Membership Update Dashboard"



Activating the Membership Update Dashboard

The Membership Update Dashboard will open blank. To activate it so it appears as above, take the following steps:

1. Ensure the dashboard is visible.
2. Select a Society from the list in "Pick Society", note that the first items in the list **may be blank** so scroll down to find the one you need, or type in the name to find it.
3. Once you have selected a Society, click "Activate" to show all the members.
4. The grid opens with all members and their details. As you scroll through the list the other grids on the screen will fill with data for that member.
5. This is the grid of membership details, showing each year that the farmer has paid dues and been a member.
6. Farm-fields data. This grid shows the size of the farm that the farmer has registered with Kuapa Kokoo.
7. Co-o Transactions data. This grid shows money paid to and received from the farmer, as recorded in KKSys.



8. Double-click on any farmer to open their Edit-Window.